



## **Event Attendant**

**Part-Time**

**\$15/hour**

**Variable Work Schedule Including Evenings & Weekends**

Immediate opening for part-time Event Attendant with Anderson Township. This position assists the events team with a variety of duties related to events and activities that take place on Township-owned property.

The Event Attendant interacts with and takes direction from the event team staff regarding the use of Township buildings and properties including setting up and breaking down tables and chairs. May need to perform light janitorial duties to assist renters and event attendees.

### **Examples of Work:**

- Represent Anderson Township by attending to the needs of renters, guests, and the general public.
- Set-up and break-down for activities and rentals, including tables, chairs, a/v equipment.
- Remain aware of security, safety, cleaning and maintenance issues and handle or report them as directed.
- Open and/or close Township-owned buildings according to the scheduled activities for that day.
- Other duties as assigned.

### **Qualifications**

- Must be 18 years of age or older.
- Must be able to work a variable schedule, including nights and weekends.
- Must be able to pass a criminal background check.
- Must have a valid driver's license.
- Ability to interact and communicate with staff, renters, and the general public in a professional and supportive manner.
- Ability to regularly lift and carry equipment weighing up to 40 pounds.
- Experience in technical theater and/or events (preferred).

To apply, send resume and cover letter to:

Jennifer Sanders  
Event Coordinator  
7850 Five Mile Road  
Cincinnati, OH 45230  
jsanders@AndersonTownshipOH.gov

Contact Jennifer Sanders with questions at 513-688-8444.